

**Summary Minutes**  
**Maricopa County Local Emergency Planning Committee (MCLEPC)**

April 6, 2005

A meeting of the Maricopa County Local Emergency Planning Committee (MCLEPC) was held on April 6, 2005 at the Escalante Community Center located at 2150 East Orange Street, Tempe, Arizona.

***Membership Attendance***

- *Members in Attendance*

Osman Aloyo, Glenn Jones, Mike Fusco, Steve Brittle, Tim Newbill, MaryAlice Witzel, Michael Trapasso, Mary Kanoon, Holly Carpenter, Tom Abbott, David Jones, Bob Atkinson, Alan Jensen, Terry Petko, Bob Horn, Kevin Rose, Dr. Richard Thomas, and Chris Dechant

- *Members Absent*

Joseph Early, Joe Arpaio, Maggie Lineback, John Power, Mary Price, Tim Jones, Cliff Puckett, Tom Shannon and Hal Rosen

- *Others in Attendance*

Anne Fischer, Dan Heath, Dean Janda, Scott Meyer, Sreenath Thota, Richard Stuhan, Angela Amrine, Tri Trinh, and Larry Fallis

***Call to Order***

The meeting was called to order at 2:05 pm with a quorum of the membership in attendance.

***Introduction***

The meeting began with brief introductions by the members of the committee. Osman Aloyo welcomed everyone to the meeting.

***Approval of Minutes***

Mike Fusco made a motion to approve the January 2005 meeting minutes. The motion was seconded and approved by the members.

## ***New Business***

- ***Vote on Membership Recommendations***

Sitting in for Chairman Tim Jones, Mr. Bob Atkinson stated that there were no updates from the membership subcommittee.

- ***HEMP/ERF Monies***

Glenn Jones reported that the LEPC has received roughly 2,200 dollars in grants and donations. Through Mr. Tim Newbill \$1,648.00 in funds comes from the state HMEP grant, which was approved for the purchase a speech light, magnets (art prep and shipping included), pens, and binders. The committee also received a donation from Arch Chemical for 500.00 dollars, and a check from DPC for 200.00 dollars.

Mr. Jones announced that the secretary has requested the purchase of letterhead. He also declared that a recommendation was made for pamphlets and educational materials.

- ***LEPC Member Orientation***

Dr. Richard Thomas pointed out the need for an LEPC orientation for old and new members. He asserted that orientation in the past has been limited at best, and members shook their heads in agreement that no formal orientation has taken place. He recommended the Arizona Peer Exchange Program (APEX), a course developed under AZSERC for LEPC members. The course outlines the responsibilities of the LEPC. It also reviews EPCRA and associated regulations. APEX is a didactic course that is about five hours and includes a power point presentation. Dr. Thomas suggested devoting a day to the activity, which would include the course and a few hours after for the development of a strategic plan. The course and strategic planning discussion would be open to the public.

Osman Aloyo suggested combining the training and planning with the next quarterly LEPC meeting. Mr. Brittle expressed his concern that holding a meeting on the same day would make peoples minds mush out and members may need time to digest the session. He suggested forming draft recommendations after the session, instead of holding a quarterly meeting. Mr. Brittle volunteered to assist with the task of scheduling the session.

Next, Scott Meyer spoke briefly about the training session, and how it would work. He has been teaching the class tag team with Dan Roe of AZSERC. He stated that their holistic approach covers the history of the LEPC from both community and emergency perspectives. Mr. Aloyo asked if a strategic planning section is built into the class. Dr. Thomas elaborated that it would be separate. Take the APEX course first, get on the same page, and then work with a new set of eyes for strategic planning. Terry Petko suggested making the course a requirement for new members. Mr. Aloyo suggested holding it for all members in the next 6 weeks before people take vacations. Mike Trepasso preferred doing it during a weekday. Mr. Brittle suggested using a conference room at the AZSERC to hold the training.

Dr. Thomas made a motion to devote a day when all LEPC members can participate in the APEX course with an additional two-hour strategic planning discussion. The motion was seconded by Steve Brittle and approved.

- ***RMP Facilities***

Mr. Jones stated that he has been working with Dan Roe, Mary Kanoon, and Michael Philp (MCDEM GIS) to figure out how to plan for Risk Management Program (RMP) facilities without having the actual RMP document in hand. The state provides a list of 86 sites in Maricopa County. Using this list with Tier Two reports and the location of the facility, we can create a worst-case scenario. He stressed that doing this will help gain critical information for planning and educational purposes. Mr. Jones requested assistance from the committee on making this happen. Kevin Rose, Steve Brittle, Mike Fusco, Bob Horn, Richard Thomas, and Mike Trepasso volunteered.

Mr. Brittle stated that he has been looking in the FBI Reading Room at the RMP list for Maricopa County. He stated that some of the information is inaccurate. The RMP Emergency Response Plan is about as useful as toilet paper. They don't even provide as much information as is required under EPCRA and our emergency response questionnaire. Eight of the RMP facilities were not provided access to the reading room. When he spoke with the FBI, they did not know how to get the information because it had not been updated yet. Mr. Brittle stated that we are better off modeling after ourselves. Dr. Thomas spoke on systematically reviewing risks with the LEPC's own independent process. It can be modeled after the EPA model. We want our plan to match what is out there in the community.

A motion was made to form a committee to work with RMP facility planning. They will also develop a report for the next quarterly meeting. The motion was seconded and approved.

- ***Tier II Reports Update***

Mr. Glenn Jones announced that he received a computer disk from state with all of the Tier II reports on it. Ms. Mary Kanoon has been making sure the data we have matches the data we previously had. Mr. Jones corrected seven errors on reports that have come in. Errors included EHS substances not listed appropriately and minor clerical errors. He found out that the state is working on a better way of quality control because right now with the current online system, there is no way to prove or confirm correct reporting of Extremely Hazardous Substances (EHS). Mr. Jones stated that until that happens he will continue to go through them manually.

- ***Letter to AZSERC***

In the letter, Mr. Brittle addressed his concerns about how ad hoc committees seem to disappear and leave issues unresolved. He stated that he didn't know whether it was the transition or departure of certain people but is hoping that the changes to the rules will help with this problem. He looked toward AZSERC for their opinion on this matter. Dr. Thomas agreed that procedural problems and differences of opinion exist. What we need to do as an LEPC is make sure that reports happen. He stated that recognizes that this

lack of procedure is holding the LEPC back. Issues like notifying the medical community and public with the right information when chemical releases happen, were never resolved. Dr. Thomas suggested putting this ad hoc committee back on the agenda to regroup with players who have additional resources.

Mr. Aloyo stated that while he respects everyone's right to write to AZSERC, he would appreciate trying to work out issues from within the County LEPC first. Mr. Brittle stated that he did try this by contacting Mr. Jones and stated that in the future he will copy all correspondence to Mr. Aloyo. Mr. Aloyo declared that we are all busy in what we do, and I really appreciate the time you put into the committee.

### ***Old Business***

- ***Approve By-Laws***

Mr. Fusco announced that the Rules Subcommittee made a lot of revisions to the by-laws. In section 4.2 Members, they added that "upon two missed meetings within a calendar year, the member shall demonstrate just cause for absence to the Membership Subcommittee, who may recommend termination of membership"(pg.4). They also added the verbiage "the latest edition" for Robert's Rule of Order to section 7.5 Conduct of Meetings (pg. 8). Mr. Fusco stated that they did this to make clear which edition they use, in case any questions arise. In section 8.1 Subcommittees, Mr. Fusco announced that they added ad-hoc committees, to be appointed by the chairperson and approved by the Committee (pg.10). They did this to get specific tasks accomplished. In section 8.3 Standing Subcommittees, they added that the Membership Subcommittee "may recommend termination of membership for non-participating members" (pg.11).

They also added a new section, 8.4 Ad Hoc Committees (pg.12). This section spells out that Ad Hocs should be determined by the LEPC Chair and confirmed by the committee. Ad Hocs will expire at the conclusion of one year, or at the end of the assignment, or terminated as deemed necessary by Committee action. To create some flexibility, the Ad Hoc may be extended by committee action or converted into a subcommittee. Ad Hocs must provide a report to the committee at all regular meetings. Mr. Brittle asked if this allows for standing subcommittees to appoint ad hoc's. He felt it there should be some procedure for allowing this to happen. Mr. Newbill asked if a subcommittee is going to appoint an ad hoc who would they report to? Mr. Fusco suggested changing the rules so that the subcommittee chair can appoint an ad hoc, it just has to be confirmed by the LEPC chair. In making this change, they agreed to create two sections for Ad Hoc Committees, one that addresses ad hoc's appointed by the LEPC Chair and one that addresses ad hoc's appointed by a standing subcommittee.

Mr. Brittle made a motion to approve the above changes to the rules. The motion was seconded and approved.

Mr. Brittle stated that he remembered reading the minutes of an AZSERC meeting and it said that the Director of Emergency Management should not be the LEPC Chairperson. Mr. Tim Newbill stated that it was done to give everyone an opportunity to chair. It was only a recommendation made by the AZSERC because we had the same chairperson for nine or ten years. Mr. Aloyo stated that he doubted that AZSERC would have the authority for that kind of directive. Dr. Thomas declared a need to get some clarification,

and a safe position to take until then is to follow the recommendation that any committee member can serve as the chair. It can be amended if the SERC says we can never have emergency management director be the chair.

Mr. Fusco declared that many changes did not make it in the by-laws as result of bad housekeeping. He also stated that typos under section 6.1 Principal Officers (pg.5) would be re-reviewed to make sure that all of the previously discussed changes are included. The rules committee will be discussing quorums at their next meeting.

### ***Subcommittee Reports***

- ***Education Subcommittee*** – Mr. Aloyo asked if the committee wanted to discuss filling the vacant Chairman position. Dr. Thomas suggested discussing it at the LEPC training session. The committee agreed to hold it off until July.
- ***Grants Subcommittee*** - Mr. Jones stated that Harquahala Fire Department finally got their equipment in. He talked to Captain Morris and they will be faxing a copy of the invoice this week for their equipment. The City of Surprise received their check from the state last week and are in the process of getting everything in order.
- ***Membership Subcommittee*** - Mr. Bob Atkinson announced that the subcommittee did not meet. However, he stated that they did receive two letters from members stepping down. Chief Cliff Puckett recommended Chief Bob Horn as his replacement. Mr. Jack Pike was selected to replace Mr. Harry Coyle. Mr. Atkinson recommended that the committee accept Mr. Jack Pike and Chief Bob Horn as members.
- ***Plans Subcommittee*** - Mr. Aloyo announced that as stated earlier, the subcommittee would be working on the RMP facilities information. They will provide a full report at the next meeting.
- ***Rules Subcommittee*** – *see Old Business: Approve By-laws*. Mr. Fusco had nothing more to report.

### ***Call to Public***

- Mr. Tri Trinh announced that he still is interested in membership. He wasn't sure if he had been voted in as a member at the last meeting. Military duties left him unable to attend the last meeting. Mr. Newbill announced that Mr. Trinh has attended meetings in the past, addressed the committee and submitted a resume for review.

A motion was made to accept Mr. Trinh as a member of the LEPC. The motion was seconded and approved.

- Scott Meyer encouraged everyone to attend the APEX training. He declared that it should be very empowering for the committee. He has found that people really appreciate the information presented. He also encouraged members of the public to attend.

### ***Adjournment***

Chairman Aloyo adjourned the meeting at 4:05 pm.

Dated this 6<sup>th</sup> day of April 2005.

Local Emergency Planning Committee

Submitted By: \_\_\_\_\_  
Holly Carpenter, Recording Secretary

Reviewed By: \_\_\_\_\_  
Osman Aloyo, LEPC Chairman